

**EMPLOYMENT REGISTRATION FORM**

(Please Print)  MR  MRS  MS  MISS

Home Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

First Name: \_\_\_\_\_

Family Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Postal Address (only if different to above): \_\_\_\_\_

Postcode: \_\_\_\_\_

Date of Birth:     /     /

*\*Required under Section 21 of the Private Employment Agents Act 2005.*

Email Address: \_\_\_\_\_

Current Qld Drivers License: YES  NO

Own Transport: YES  NO  or Public Tpt : YES  NO

POSITION SOUGHT: \_\_\_\_\_

SALARY RANGE: \_\_\_\_\_

TEMPORARY

PART-TIME (Specify hrs/days)

FULL-TIME

AVAILABILITY: \_\_\_\_\_

PREFERRED TRAVEL LOCATION: \_\_\_\_\_

**How did you learn about EastCoast Human Resource Group?**

- YELLOW PAGES (Book)     YELLOW PAGES (Online)     INTERNET SEARCH     MY CAREER     SEEK  
 JOBSEARCH     mysunshinecoast.com.au     WORD OF MOUTH     OTHER (Please specify) \_\_\_\_\_

**EMPLOYMENT DECLARATION;**

I agree the EastCoast Human Resource Group may obtain referee reports from my previous employers if that is relevant to assessing my application for employment.

- I confirm that I have been provided with and given the opportunity to consent to the EastCoast Human Resource Group Privacy Collection Statement.
- I certify that the information provided on this Employment Registration Form and the accompanying Resume is true and correct and that there are no other facts which would be material to your decision to accept this application.

Signed: \_\_\_\_\_

Date:     /     /

**\*\*OFFICE ONLY\*\***

Candidate No: \_\_\_\_\_

Date received: / / Walk in  Emailed  Entered FastTrack: YES  NO  DATE: / /

Applied for particular position: \_\_\_\_\_ Skills Check Needed: YES  NO

Company: \_\_\_\_\_

Consultant: \_\_\_\_\_

Interviewed YES  NO  By:..... Date: / /

**Interviewers'**

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**SKILLS LIST**

**PLEASE INDICATE WHICH SKILLS ARE RELEVANT TO YOUR WORK EXPERIENCE TO DATE**

- Typing \_\_\_\_\_ wpm       Shorthand \_\_\_\_\_ wpm       Data Entry \_\_\_\_\_ ksph  
 Dictaphone / Audio       Reception       Switchboard – Large / Small       Minutes

**SOFTWARE PACKAGES**

- Microsoft Word     Excel       PowerPoint       Word Perfect       Access       Tracker       Lotus Notes  
 Adobe Illustrator     Adobe Photoshop     Corel Draw       Publisher       Revit       Act Database  
 AutoCAD       MX/ 12D       PC Drain/ PC Sewer     ArchiCAD       SpaceGass       Pracsoft       SurvaCAD  
 Medical Director     ArchGIS       MapInfo       ESRI       MUSIC       HECRAS       TUFLOW  
 MIKE 11/12       ACFI       ICare/WeCare       Exact       Oasis

Other Please Specify: \_\_\_\_\_

**ACCOUNTING & CLERICAL EXPERIENCE**

- Audit       Balance Sheet     Tax Returns       Cash Flow       Costing       Debtors / Creditors       BAS  
 Financial Statements     Profit & Loss       Stock Control       Trial Balance       Superannuation       Bank Reconciliation       Budgets

**ACCOUNTING SOFTWARE**

- MYOB Accounting       MYOB Premier     Quickbooks       SYBIZ       Attache       Solution 6       Handisoft  
 SAP       Payroll (Please indicate package and number of staff) \_\_\_\_\_

**LEGAL EXPERIENCE**

- Commercial     Conveyancing     Building/Construction     Family Law     Property     Litigation     Environmental  
 Other (Please specify) \_\_\_\_\_

**LEGAL SOFTWARE**

- LEAP       Open Practice       Lawmaster

**MEDICAL AND DENTAL EXPERIENCE**

- Dental Assisting/Reception     Oral Therapist/Hygienist     Dentist     AIN/PC     EEN/EN     RN     Management RN  
 Diversional Therapist

**ENGINEERING EXPERIENCE**

- |  |   |  |   |  |
|--|---|--|---|--|
| <input type="checkbox"/> Civil/ Infrastructure | <input type="checkbox"/> Traffic Modelling/Planning         | <input type="checkbox"/> Hydrology/Modelling       | <input type="checkbox"/> Environmental                | <input type="checkbox"/> GIS               |
| <input type="checkbox"/> Drafting/Design       | <input type="checkbox"/> Subdivisions                       | <input type="checkbox"/> Structural                | <input type="checkbox"/> Building Services/Hydraulics | <input type="checkbox"/> Transport/Traffic |
| <input type="checkbox"/> Mining                | <input type="checkbox"/> Contract Management/Administration | <input type="checkbox"/> Water/Wastewater/Sewerage | <input type="checkbox"/> Oil & Gas                    |  |
| <input type="checkbox"/> Mechanical            | <input type="checkbox"/> Roads and Highways                 |  |   |  |

**CONSTRUCTION & TRADES**

- Residential    Commercial    Industrial    Boilermaking    Fabrication/ manufacturing    Trade Qualification

Other (Please specify) \_\_\_\_\_

**OTHER INDUSTRY EXPERIENCE**

- Banking & Financial Services    Call Centre / Customer Service    Insurance & Super    Real Estate & Property    Hospitality  
 Local Government    State/Federal Government    Manufacturing    Medical & Healthcare    Accounting

Other (Please specify) \_\_\_\_\_

## EastCoast Human Resource Group Privacy Policy

### Protecting Your Privacy

The EastCoast Human Resource Group is committed to providing you with the higher level of service, including the protection of your Privacy. From 21 December 2001 we are governed by new sections of the Commonwealth Privacy Act 1988, which sets out the Principles concerning the protection of your personal information.

### Your Personal Information

Personal information held by the East Coast Human Resource Group may include your name, date of birth, address and phone number, bank account details and Tax File Number( if you perform temporary work on behalf of EastCoast), your work experience and qualifications, aptitude test results and information obtained by us including reference checks in connection with your possible work placements.

### How We Collect Your Personal Information

EastCoast collects personal information in a number of ways including;

- Directly from you, when you complete and lodge our registration form or any other information in connection with your application form for permanent or temporary work.
- From third parties such as reference checks with your former employer
- Any competency test or performance feedback, whether positive or negative.
- Whether we receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved.

### When we disclose your personal information

For the purpose set out above, we may disclose your personal information to organisations including:

- Your referees and employer clients of the EastCoast Human Resource Group.
- Our insurers or a Workers Compensation body.
- A professional association or registration body that has proper interest in the disclosure of our personal and sensitive information.
- Our contractors and suppliers – e.g. - our IT contractors and database designers.

**IF YOU ELECT TO LEAVE OUT INFORMATION REQUESTED ON THIS FORM WE MAY BE LIMITED IN OUR ABILITY TO LOCATE SUITABLE WORK FOR YOU.**

### Accessing Your Personal Information

You have the right to access your personal, subject to some exemptions allowed by law. If you would like to do so, please let us know. We reserve the right to charge a fee for searching and providing access to your information. If you have any questions concerning the privacy information, you can contact us on (07)5443 6022 between 9am or 5pm Monday to Friday.

YOU CONSENT TO THE COLLECTION, STORAGE AND USE OF YOUR PERSONAL INFORMATION.

I(Full Name) \_\_\_\_\_

Of (Address) \_\_\_\_\_

Have read and understood each of the statements in this Collection Statement and voluntarily consent to:

- Personal and sensitive information about me being collected by you as indicated above;
- Personal and sensitive information about me being used as indicated above;
- Personal and sensitive information about me being disclosed as indicated above.

SIGNED \_\_\_\_\_ DATE / /

WITNESS \_\_\_\_\_ PRINT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_



Department of Industrial Relations

**Authorising law:** Private Employments Agents (Code of Conduct)  
Regulation 2005 section 29  
**Purpose:** Information statement for Work Seekers (Other than Models and Performers)  
**Form Number:** PEA1  
**Version:** 1

**Private Employment Agents Act 2005**  
**Private Employment Agents (Code of Conduct) Regulation 2005**

**Information for Statement for Work Seekers**  
**(Other than Models and Performers)**

Your relationship with a private employment agent is regulated by a number of Commonwealth and State laws, in particular the **Private Employment Agents Act 2005** and the **Private Employment Agents (Code Of Conduct) Regulation 2005(The Code)**.

Prior to providing us with placement and employment services, we are obliged as a private employment agent, to provide you, as a work seeker, with the following information:

- We must not charge you a fee for finding or attempting to find work for you in contravention of section 408D of the *Industrial Relations Act 1999*.
- We and our employees have a working knowledge of State and Commonwealth legislation affecting the placement and employment of work seekers.
- We will ensure that all placements are made in accordance with any relevant legislative requirements.
- If you believe that your agent has acted illegally, inappropriately or in a false or misleading way, you may obtain information about action that may be taken from the Department of Industrial Relations, GPO Box 69 Brisbane, Queensland,4001, phone (07) 3225 2069.

I \_\_\_\_\_  
(Full Name)

*your human capital partner*



Of \_\_\_\_\_  
(Address)

Acknowledge receiving and reading a copy of this "Information Statement for Work Seekers"

Signed \_\_\_\_\_ Date            /            /

The Department of Industrial Relations recommends that this document be retained on file by the private employment agent and that a copy is given to the work seeker.

Agent's Name: EastCoast Human Resource Group  
Agent's Address: Suite 1, 57 the Esplanade, Cotton Tree  
Agent's Contact Number: 07 54436 022